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Washington, D.C. 20505

Intelligence Community Staff

June 6, 1978

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MEMO TO:



FROM:

SUBJECT: Leave Time

In response to a memo from the DCI on May 19 (see attached), I would like to charge each of you with the responsibility for making sure that members of your staff take full advantage of annual leave for vacation purposes.

It is not necessary to have written plans submitted to me, but I share the DCI's interest in this and hope you will convey to your staff my expectation that all of them plan and use the vacation time they have earned.

Attachment

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108-9175

19 May 1978

MEMORANDUM FOR: Deputy Directors and
Independent Office Heads


FROM: Director of Central Intelligence

SUBJECT: Leave Plans

1. It is my firm belief that each of us does a better job if he gets away from his work long enough at least once a year to forget his responsibilities for a few days. In my opinion, that takes better than a week to accomplish. That is, I believe we each need to be away from the office long enough to free up our minds from our responsibilities.

2. I therefore request that each of you send to me through the DDCI the dates during this calendar year that you either already have or intend to take off from the office on leave for a period not less than from a Friday, noon, until the commencement of work on the second following Monday.

3. I further urge each of you to carry this policy down the line.


STANSFIELD TURNER